

SECTION F - DELIVERIES OR PERFORMANCE

F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.212-13	STOP-WORK ORDER	AUG 1989
52.212-15	GOVERNMENT DELAY OF WORK	APR 1984

F.2 EFFECTIVE PERIOD OF THE CONTRACT

The effective period of the contract is from the effective date of contract award through January 02, 1996, with provisions to exercise four additional option periods. The total duration of this contract with all options exercised is 60 months. The options are defined in Section H, clause H.2.

F.3 DELIVERY LOCATION

Shipment of deliverable items, other than reports, shall comply with instructions provided by the duly authorized Government Representatives.

F.4 REPORTS

- (a) Delivery of reports, unless otherwise specified shall be made to the following:

Sally Middleton
Crystal Mall 2, Room 300
1911 Jefferson Davis Highway
Arlington, Virginia 22202

- (b) Unless otherwise specified, all documents/reports prepared and submitted by the Contractor to the Government under this contract shall include the following information on the cover page of each document/report:

- (a) name and business address of the contractor,
- (b) contract number,
- (c) name, position, and location of the Contracting Officer's Technical Representative, and
- (d) date of report and time period covered.

F.4.1 REFERENCE FILING

During performance of the Reference Filing work, the Contractor shall complete all reports identified in Section C. In addition, on the first workday of each week, the Contractor shall submit to the COTR the Daily/Weekly Count Sheet--Reference Filing (see Section J, exhibit 36) for the previous week. The Contractor shall submit a Monthly Count Sheet--Reference Filing (see Section J, exhibit 37) with each monthly invoice. The total of documents filed during the month (excluding any count in the Docs Filed, Not Counted Column) times the unit price determines the amount of money paid to the Contractor for Reference Filing in any given month.

F.4.2 EXAMINER SEARCH ROOM MAINTENANCE

During the performance of the Examiner Search Room Maintenance work, the Contractor shall complete all reports identified in Section C.

F.4.3 SEARCH FILE EXPANSION

The Contractor shall submit a File Expansion Completed report (see Section J, exhibit 38) with each monthly invoice. The total number of staff days times the unit price determines the amount of money paid to the Contractor for Search File Expansion in any given month.

F.4.4 RECLASSIFICATION PROJECT PROCESSING

- (a) After each Preprocessing, Data Capture, and Final Processing project, the Contractor shall complete a Project Discrepancy Report (see Section J, Exhibit 14) for each project and shall provide this report to the Government at the time of project inspection. In addition, with each monthly invoice, the Contractor shall submit, as appropriate the following report(s) of monthly production activity.
- (b) PREPROCESSING WORK REPORT (See Section J, exhibit 39) The Contractor shall complete this report as follows:

PROJECT # The Reclass project number under which this work was performed.

DATE COMPLETE The date the project was accepted by the Government.

MISFILES (item 1) A patent copy which is found in a project classification or search file location other than that indicated on the label. This is an allowable count and is included in the Project Total Count.

FOUND (item 2) A patent copy which is marked in some manner to indicate it belongs in a project classification but for which there is no computer record (label, cover worksheet, listing) indicating it belongs in that classification. This is an allowable count and is included in the Project Total Count.

MISSINGS (item 3) A patent needed for a project and for which there is no copy in the project classifications. This category does not include additional copies which can be photocopied from an existing project copy or obtained from surplus documents. All missing patents are obtained and reported for payment under CLIN 9. Missings are reported here for statistical purposes only.

BADS (items 4 and 5) A patent which is incomplete, illegible, or otherwise unacceptable in accordance with Section C.9 and which is not repairable. The number of bad documents which were replaced by locating and reproducing a copy from elsewhere in the search file is reported in the Located column. The number of bad documents which were replaced by reproducing a copy from a project copy is reported in the Copied column. All replaced bad patents are located and copied or copied only and reported for payment under CLINs 9 and 10, respectively. Bads are reported here for statistical purposes only.

SURPLUS (item 6) Cross-reference patent copies within the project classification which remain after the unique patent copies have coversheets attached. Since only one unique copy of each patent in the project is processed and delivered to the Classifier, all other copies are sorted into patent number sequence, stored as surplus, and held for later use.

The surplus count may be taken directly from the Count Report supplied by the Government. This is an allowable count and is included in the Project Total Count.

OR + (UNIQUE) XR (item 7) Patent copies to which patent cover sheets were attached. The OR + (Unique) XR count should be taken directly from the Count Report supplied by the Government. Any unused patent cover worksheets returned to the Government must be subtracted from the Report totals. This is an allowable count and is included in the Project Total count.

PROJECT TOTAL The number of patent documents processed by the Contractor that are allowable for monthly billing. This figure times the unit price determines the amount of money paid to the Contractor for Preprocessing in any given month. Included in the Project Total are Misfiles, Founds, Surplus, and OR + (Unique) XR.

- (c) DATA CAPTURE REPORT (See section J, exhibit 40) The Contractor shall report, by project, the number of documents for which data was keyed. The total number of documents keyed times the unit price determines the amount of money paid to the Contractor for Data Capture in any given month.
- (d) FINAL PROCESSING WORK REPORT (See Section J, exhibit 41) The Contractor shall complete this report as follows:

PROJECT # The Reclass project number under which this work was performed.

DATE COMPLETE The date the project was accepted by the Government.

MISFILES (item 1) A project patent copy which is found in a project classification or search file location other than that indicated on the label.

FP-PSR- If the Public Search Room set of patents was Preprocessed (patent cover worksheets attached), there should be no Misfile patents. No count is allowed.

FP-PSR- If the Public Search Room set of patents was not Preprocessed (e.g., in the case of Alpha Projects) there may be Misfile patents. This is an allowable count and is included in the Project Total count.

FP-ESR- Since the Examiner set of patents was not Preprocessed, there may be Misfile patents. This is an allowable count and is included in the Project Total count.

FOUND (item 2) A patent copy which is marked in some manner to indicate it belongs in a project classification but for which there is no computer record (label, cover worksheet, listing) indicating it belongs in that classification.

FP-PSR- If the Public Search Room set of patents was Preprocessed (patent cover worksheets attached), there should be no Found patents. No count is allowed.

FP-PSR- If the Public Search Room set of patents was not Preprocessed (e.g., in the case of Alpha Projects) there may be Found patents. This is an allowable count and is included in the Project Total count.

FP-ESR- Since the Examiner set of patents was not Preprocessed, there may be Found patents. This is an allowable count and is included in the Project Total count.

PROJECT TRANSFERS (item 3) A patent copy within the scope of one project which is to be transferred to a classification with the scope of a second project. A project transfer is identifiable during Final Processing of a project by the presence of a project number printed on the new classification label. Project Transfers are reported here for statistical purposes only.

CANCELS (item 4) A cross-reference patent within the project whose classification has been abolished and no new classification established. The Government will furnish the Contractor with a computer-generated listing of patents canceled from the project. This is an allowable count and is included in the Project Total count.

BADS (items 5 and 6) A patent which is incomplete, illegible, or otherwise unacceptable in accordance with Section C.9 and which is not repairable. The number of bad documents which were replaced by locating and reproducing a copy from elsewhere in the search file is reported in the Located column. The number of bad documents which were replaced by reproducing a copy from a project copy is reported in the Copied column. All replaced bad patents are located and copied or copied only and reported for payment under CLINs 9 and 10, respectively. Bads are reported here for statistical purposes only.

SURPLUS (item 7) Cross-reference patent copies remaining after all new classification labels are attached to the project documents.

FP-PSR- If the Public Search Room set of patents was Preprocessed, payment for processing surplus patents was made under the Preprocessing CLIN. No count is allowed.

FP-PSR- If the Public Search Room set of patents was not Preprocessed (e.g., in the case of Alpha Projects) there may be surplus patents identified. This is an allowable count and is included in the Project Total count.

FP-ESR- Since the Examiner set of patents was not Preprocessed, there may be surplus patents. This is an allowable count and is included in the Project Total count.

OR + (UNIQUE) XR (item 8) Patent copies for which new classification labels were provided by the Government. The OR + XR count may be taken from the Source/Disposition by Patent Report. Any unused classification labels returned to the Government must be subtracted from the OR + XR total. This is an allowable count and is included in the Project Total count.

PROJECT TOTAL The number of patent documents processed by the Contractor that are allowable for monthly billing. This figure times the unit price determines the amount of money paid to the Contractor for Final Processing in any given month. Included in the Project Total are Misfiles, Finds, Cancels, Surplus, and OR + XR.

F.4.5 SEARCH FILE QUALITY IMPROVEMENT

- (a) At the completion of each Search File Quality Improvement (File Integrity) project, the Contractor shall complete a Project Discrepancy Report (Section J, exhibit 14) and shall provide this report to the Government at the time of inspection. In addition, with each monthly invoice, the Contractor shall submit, as appropriate, the following report(s) of monthly production activity.
- (b) FILE INVENTORY REPORT (See section J, exhibit 42) The Contractor shall complete this report as follows. At the Government's option, the monthly File inventory Report may be automated and the Contractor requested to key the required information using a PC and off-the-shelf software.

CLASS/SUB The classifications inventoried.

OK DOCUMENTS (item 1) All documents whose preprinted patent number on the document is the same as the patent number on the label and the patent number appearing on the computer listing. This is an allowable count and is included in the Total count.

FOUND (item 2) A patent copy which is marked in some manner to indicate it belongs in the inventoried classification but for which there is no computer record (label or computer listing) indicating it belongs in that classification. This is an allowable count and is included in the Total count.

MISFILES (item 3) A patent copy which is found in a project classification or search file location other than that indicated on the label. In accordance with Section C7.9.4, only documents whose correct location is outside of the inventoried classification(s) shall be recorded in this column. This is an allowable count and is included in the Total count.

PROBLEMS (item 4) A patent copy which is mislabeled, damaged, or otherwise unacceptable in accordance with Section C9. This is an allowable count and is included in the Total count.

TOTAL (item 5) The number of patent documents processed that are allowable for monthly billing. This figure times the unit price determines the amount of money paid to the Contractor for File Inventory in any given month. Included in the Total are OK Documents, Founds, Misfiles, and Problems.

MISSINGS A patent number listed on the computer-generated listing for which no copy was present in the search file at the time of inventory. Missing are reported for statistical purposes. Only documents still not present in the search file after the second review shall be reported as Missing.

- (c) FILE INTEGRITY WORK REPORT (See Section J, exhibit 43) The Contractor shall complete this report as follows.

PROJECT # The project number under which this work was performed.

SET Enter PSR or ESR.

MISFILES (item 1) A patent copy which is found in a project classification or search file location other than that indicated on the label. This is an allowable count and is included in the Project Total count.

FOUND S (item 2) A project patent copy which is marked in some manner to indicate it belongs in a project classification but for which there is no computer record (label or computer listing) indicating it belongs in that classification. This is an allowable count and is included in the Project Total count.

BADS (items 3 and 4) A patent which is incomplete, illegible, or otherwise unacceptable in accordance with Section C.9 and which is not repairable. The number of bad documents which were replaced by reproducing a copy from a project copy is reported in the Copied column. All replaced bad patents are located and copied or copied only and reported for payment under CLINs 9 and 10, respectively. Bads are reported here for statistical purposes only.

MISSINGS (item 5) A patent needed for a project and for which there is no copy in the search file being processed. All missing patents are obtained and reported for payment under CLIN 9. This category does not include additional copies which can be photocopied from an existing project copy. Missings are reported here for statistical purposes only.

LABELED (item 6) Patent copies for which new classification labels were provided by the Government. The Labeled count may be taken directly from the Count Report supplied by the Government. Any unused labels returned to the Government must be subtracted from the report totals. This is an allowable count and is included in the Project Total count.

PROJECT TOTAL The number of patent documents processed that are allowable for monthly billing. This figure times the unit price determines the amount of money paid to the Contractor for File Integrity in any given month. Included in the Project Total are Misfiles, Finds, and Labeled.

F.4.6 LOCATING PATENT COPIES REPORT

- (a) As appropriate, with each monthly invoice the Contractor shall submit the following report(s) of monthly work activity. (See Section J, exhibit 44) The Contractor shall complete this report as follows.

PROJECT # The Reclass or SFQI project number, if any, under which this work was performed.

PROJECT TYPE Enter Pre (for a Preprocessing project), Fin (for a Final Processing project), or FI (for a File Integrity project) as appropriate.

MISSINGS (item 1) A patent needed for a Reclass or SFQI project and for which there is no copy in the search file being processed. The Contractor shall report only the initial copy located and reproduced. This count must correspond to the Missing count reported under Preprocessing, Final Processing, and/or File Integrity for each project. This is an allowable count and is included in the Total count.

BAD (item 2) A patent copy obtained for a Reclass or SFQI project to replace a copy which is incomplete, illegible, or otherwise unacceptable in accordance with Section C.9 and is not repairable. The Contractor shall report only the initial copy located and reproduced. This count must correspond to the Bad Located count reported under Preprocessing, Final Processing, and/or File Integrity for each project. This is an allowable count and is included in the Total count.

OTHER (item 3) Non-project related patent copies requested by the Government. This is an allowable count and is included in the Total count.

TOTAL The number of patent documents processed that are allowable for monthly billing. This figure times the unit price determines the amount of money paid to the Contractor for Locating Patent Copies in any given month. Included in the Total are Missing, Bad, and Other.

F.4.7 U.S. PATENT REPRODUCTION REPORT

- (a) As appropriate, with each monthly invoice the Contractor shall submit the following report(s) of monthly work activity. (See Section J, exhibit 45) The Contractor shall complete this report as follows.

PROJECT # The Reclass or SFQI project number, if any, under which this work was performed.

PROJECT TYPE Enter Pre (for a Preprocessing project), Fin (for a Final Processing project), or FI (for a File Integrity project) as appropriate.

BADS (item 1) An additional copy reproduced from a copy in hand to replace a copy which is incomplete, illegible, or otherwise unacceptable in accordance with Section C.9 and is not repairable. The Contractor shall report only copies reproduced from a copy in hand. The document count for this category must correspond to the Bad Copied count reported under Preprocessing, Final Processing, and/or File Integrity for each project. The number of images reproduced is an allowable count and is included in the Total count.

ADDITIONAL (item 2) A patent copy reproduced from a copy in hand to provide the copies required for coversheeting or labeling in a Reclass or SFQI project when sufficient copies are not available within the project set. The number of images reproduced is an allowable count and is included in the Total count.

OTHER (item 3) Non-project related patent copies requested by the Government. The number of images reproduced is an allowable count and is included in the Total count.

TOTAL The number of patent documents processed and images reproduced that are allowable for monthly billing. The total number of images reproduced times the unit price determines the amount of money paid to the Contractor for U.S. Patent Reproduction in any given month. Included in the Total are Bads (Images), Additional (Images), and Other (Images).

F.4.8 FOREIGN PATENT REPRODUCTION REPORT

As appropriate, the Contractor shall complete this report. (See Section J, exhibit 46). If copying is performed in conjunction with a Reclass project, the Contractor shall enter the project number and the meter readings at the start and finish of the project-related work. Non-project related copying may be considered in bulk and the appropriate meter readings entered. The Total Images produced times the unit price determines the amount of money paid to the Contractor for Foreign Patent reproduction in any given month.

F.4.9 REFERENCE COPYING

During performance of the work, the Contractor shall complete all reports identified in Section C. In addition, on the first workday of each week, the Contractor shall submit to the COTR the weekly Count Sheet--Reference Copying (see Section J, exhibit 34) for the previous week. The Contractor shall submit a Monthly Count Sheet--Reference Copying (see Section J, exhibit 47) with each monthly invoice. The Grand Total of images produced times the unit price determines the amount of money paid to the Contractor for Reference Copying in any given month.

F.4.10 DOCUMENT MAILING

During performance of this work, the Contractor shall complete all reports identified in Section C. In addition, on the first workday of each week, the Contractor shall submit to the COTR the Daily/Weekly Count Sheet--Document Mailing (see Section J, exhibit 48) for the previous week. With each monthly invoice, the Contractor shall submit a Monthly Count Sheet--Document Mailing (see Section J, exhibit 49). The Grand Total of documents mailed times the unit price determines the amount of money paid to the Contractor for Document Mailing in any given month.

F.4.11 APPLICATION FILE RETRIEVAL

During performance of this work, the Contractor shall complete all reports identified in Section C. In addition, on the first workday of each week, the Contractor shall submit to the COTR the Daily/Weekly Count Sheet--Application File Retrieval (see Section J, exhibit 50) for the previous week. With each monthly invoice, the Contractor shall submit a Monthly Count Sheet--Application File Retrieval (see Section J, exhibit 51). The Total Looked For times the unit price determines the amount of money paid to the Contractor for Application File Retrieval in any given month.

F.4.12 MAINTENANCE OF APPLICATION FILE STORAGE AREAS

During performance of this work, the Contractor shall complete all reports identified in Section C. In addition, on the first workday of each week, the Contractor shall submit to the COTR a Daily/Weekly Count Sheet--Maintenance of Application File Storage Areas (see Section J, exhibit 52) for the previous week. With each monthly invoice, the Contractor shall submit a Monthly Count Sheet--Maintenance of Application File Storage Areas (see Section J, exhibit 53). The Grand Total of hours times the unit price determines the amount of money paid to the Contractor for Maintenance of Application File Storage Areas in any given month.

F.4.13 PCT COPYING

During performance of the work, the Contractor shall complete all reports identified in Section C. In addition, on the first workday of each week, the Contractor shall submit to the COTR the Weekly Count Sheet--PCT Copying (see Section J, exhibit 54) for the previous week. With each monthly invoice, the Contractor shall submit a Monthly

Count Sheet--PCT Copying (see Section J, exhibit 55). The Total Images produced for the month times the unit price determines the amount of money paid to the Contractor for PCT Copying. ***The Contractor shall complete any additional reports as required by the Government.***

F.4.14 PCT FILE ROOM MAINTENANCE

During performance of this work, the Contractor shall complete all reports identified in Section C. In addition, on the first workday of each week, the Contractor shall submit to the COTR the Daily/Weekly Count Sheet--PCT File Room Maintenance (see Section J, exhibit 56) for the previous week. With each monthly invoice, the Contractor shall submit a Monthly Count Sheet--PCT File Room Maintenance (see Section J, exhibit 57).

F.4.15 WORK ORDER LOG

The Contractor shall establish and maintain an automated Work Order Log (see Section J, exhibit 59) using a spreadsheet software specified by the Government. With each monthly invoice, the Contractor shall submit both a paper and floppy disk copy of the Log.

F.4.16 ONAR FILE ROOM MAINTENANCE

During performance of this work, the Contractor shall complete all reports identified in Section C. In addition, on the first workday of each week, the Contractor shall submit to the COTR the Daily/Weekly Count Sheet--ONAR File Room Maintenance (see Section J, exhibit 81) for the previous week. With each monthly invoice, the Contractor shall submit a Monthly Count Sheet--ONAR File Room Maintenance (see Section J, exhibit 82).

F.4.17 APPLICATION RECEIPT PROCESSING

The contractor shall complete and submit to the Government a daily, weekly, and/or monthly report as required.

F.4.18 INITIAL APPLICATION PROCESSING

- (a) ***The contractor shall complete and submit to the Government a daily report (see Section J, exhibit 84), a weekly report, and a monthly report (see Section J, exhibit 85) identifying the OIPE Document Sorting and Routine, OIPE File Assembly, and Financial Data Capture work completed during the period.***
- (b) ***The contractor shall complete and submit reports on PCT Document Sorting and Routing, PCT File Assembly, and Bibliographic Data Capture as required by the Government.***